



C A L I F O R N I A   D E P A R T M E N T   O F  
**Mental Health**

1600 9<sup>th</sup> Street, Sacramento, CA 95814  
(916) 654-2301

December 2, 2002

DMH INFORMATION NOTICE NO.: 02-09

TO: LOCAL MENTAL HEALTH DIRECTORS  
LOCAL MENTAL HEALTH ADMINISTRATORS  
LOCAL MENTAL HEALTH PROGRAM CHIEFS  
COUNTY ADMINISTRATIVE OFFICERS  
CHAIRPERSONS, LOCAL MENTAL HEALTH BOARDS

SUBJECT: THERAPEUTIC BEHAVIORAL SERVICES (TBS) PROTOCOL AND  
REASONS FOR RECOUPMENT

REFERENCE: DMH Information Notice No. 02-05

EXPIRES: Retain until rescinded

Enclosed are the revised TBS Protocol and the Reasons for Recoupment to be utilized by the Department of Mental Health (DMH) in reviewing Therapeutic Behavioral Services in FY'02-03. This protocol follows the same in-compliance/out-of-compliance format as the "Annual Review Protocol of Specialty Mental Health Services and Other Funded Services" found in DMH Information Notice No. 02-05.

The criteria for the sample selection will include cases for which \$25,000 or more in paid claims are identified during the review period. Once this sample has been exhausted, the sample selection will be chosen randomly from those cases with less than \$25,000 in paid claims. DMH will review 25% of cases in each county with TBS activities during January-June of 2002, OR 20 cases, whichever is higher. In counties with fewer than 20 cases, all TBS activities will be reviewed. In addition, the DMH will review a sample of the certification forms along with supporting documentation per DMH Letter No. 01-03.

The reviews will be conducted by contract, licensed professionals under the supervision and direction of Medi-Cal Oversight. While most counties will have an onsite review, counties with only a few charts may be desk reviewed. Counties will be provided a 30-day notice by way of an announcement letter that will contain an attachment with information to assist in preparing for the review. The names of the cases (both TBS and certification samples) will be provided to the county a week prior to the review.



**DO YOUR PART TO HELP CALIFORNIA SAVE ENERGY**  
For energy saving tips, visit the DMH website at  
[www.dmh.cahwnet.gov](http://www.dmh.cahwnet.gov)

The TBS Protocol and the Reasons for Recoupment were developed in consultation and collaboration with the DMH Compliance Advisory Committee, which includes representatives from the California Mental Health Directors' Association, the California Mental Health Planning Council, the Association of Local Mental Health Boards & Commissions, the Consumer/Family Member Task Force, and other stakeholders.

DMH intends to review and update this protocol by the end of the fiscal year (June 30, 2003) and will seek input for any suggested changes or revisions.

If you have questions or comments regarding this matter, please contact Frank Salmon, Chief, Medi-Cal Oversight-Northern Region at (916) 654-3607 or Tom Burke, LCSW, Chief, Medi-Cal Oversight-Southern Region at (562) 868-2275.

Sincerely,

Original Signed by

STEPHEN W. MAYBERG, Ph.D.  
Director

Enclosures

cc: California Mental Health Planning Council  
Executive Director, CMHDA  
Compliance Advisory Committee  
Chief, Technical Assistance and Training